



DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

Website: <http://www.dfa.ms.gov>

E-mail: PurchasingandTravel@dfa.ms.gov

Telephone Number: 601-359-3409 Fax Number: 601-359-3910

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The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Ashley Harrell

Michael Cook, Director, OPT

James Brabston

Regina Irvin

Steve Tucker

Symone Bounds, Director of Marketing and Audit

Carlos Galloway

Jametta Gregory

Candice Hay

Ramona Jones

Yolanda Thurman

Wayne Cranford, Director, Bureau of Fleet Management

Billy Beard



FEATURED CONTRACT

LAUNDRY PRODUCTS

Commodity: This negotiated state contract features laundry products.

Type of contract: Negotiated Contract – *remember, this means that you can negotiate your best price from the vendors on contract!* The negotiated contracts are established on the basis of proposals from many vendors. These proposals are evaluated with contracts being awarded to all vendors whose prices are "comparable." These contracts may be used by any agency. Negotiated contracts are "convenience" contracts and serve to establish a **maximum price** that can be paid for any item covered by the contract. Agencies may purchase items covered by a negotiated contract from other than the contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 of the Mississippi Code, 1972 Annotated.

Dates of Contract: October 1, 2017- September 30, 2018

Vendors on Contract: There are currently four (4) vendors offering a variety of laundry products on this contract.

Contract Link: The best way to view products and compare prices among the vendors is to access the following link:
<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/j-k-l/laundry-products/>

Contract Spend: During the last period, this contract spend was \$391,337.13

Contract Analyst: Michael Cook, Michael.Cook@dfa.ms.gov

Mississippi Department of Information Technology Services

ITS has begun to receive questions from both government customers and vendors about how the implementation of House Bills 1106 and 1109 from the 2017 Legislative Session impact IT procurement. The information below should provide guidance; however, please feel free to contact Lynn Ainsworth, ITS ISS Division Director, or Ross Campbell, DFA Director of the Office of Purchasing, Travel and Fleet Management, as you have questions or concerns.

House Bills 1106 and 1109 did not change the laws governing IT procurement; laws that apply to state agencies and public universities. ITS' enabling legislation is found in MS Code 25-53-1, et seq., vs Public Purchasing Code found in 31-7-1, et seq. Just like with the previous procurement reform efforts, ITS plans to implement by policy and procedure many of the changes found in House Bills 1106 and 1109 for the IT procurements we conduct on behalf of state agencies and public universities. We will facilitate those changes as part of our role in conducting the IT procurement; therefore, customer agencies and IHLs should continue to request IT procurement services from ITS as usual.

Regarding use of ITS EPLs and other published ITS awards, all government entities in Mississippi can continue to use these purchasing vehicles following the then-current published Instructions for Use memos. Local governmental entities are able to use the EPLs in lieu of conducting their own procurements, based on MS Code 31-7-13(m)(xi) that allows 'governing authorities' to do so as an exception to the bidding requirements found in Public Purchasing Code. It's important to note that the ITS EPLs are the result of competitive procurements (i.e., RFPs) and when used in accordance with the Instructions for Use memos, meet all Mississippi purchasing laws and requirements. Said another way, local governmental entities are able to use EPLs, rather than conduct their own reverse auction or electronic bid, if they choose to do so. As always, EPLs are an option for use by local governmental entities; not a requirement.

Again, please feel free to contact Lynn Ainsworth, ITS ISS Division Director (601-432-8150 or Lynn.Ainsworth@its.ms.gov), or Ross Campbell, DFA Director of the Office of Purchasing, Travel and Fleet Management (601-359-2004 or Ross.Campbell@dfa.ms.gov), as you have additional questions or concerns.



Surplus Property has received a shipment of **nice** executive office furniture from Washington, D.C. which includes desks, barrister bookcases, wooden file cabinets, office chairs, and credenzas. These won't last long! If you would like any additional information, please call John Fuller or Burnette Robinson at 601-939-2050.

Travel

Utilizing the [Trip Optimizer System](#) and the [New Travel Voucher](#) are important tools for employees and board members traveling on behalf of your entity. These forms all need to be completed correctly to ensure that all processing can occur in a timely manner. When completing these forms please be mindful of the following tips:

- If your agency has its own travel voucher, it should be approved by OPTFM. If your agency's voucher was approved in the past (prior to July 1, 2017), please submit it for reapproval, as the essential travel information has changed. The Office of Fiscal Management will not process any

reimbursements submitted on a travel voucher that has not been approved by OPTFM – **effective 11/1/17**

- All entity travel vouchers will be approved as long as the voucher contains all the information that reflected on the standard travel voucher that is managed by OPTFM.
- Submitted travel vouchers must include accurate points of travel
 - For example: actual address, city, and state
- The travel voucher must all have 3 signatures:
 - Traveler
 - Verified By
 - Approved By
- If an employee is 20 or younger and has travelled on behalf of the entity, that traveler can be reimbursed at .535 per mile
 - A TOS calculator does not have to be submitted
 - An ewaiver should be submitted and approved by OPTFM prior to processing a reimbursement
- If a drive vs. fly comparison has been completed and the traveler opts to drive when flying is the least expensive option, please follow the following steps:
 - All flight comparisons and other supporting documentation should be printed and submitted
 - A TOS calculator does not have to be submitted
 - The reimbursement will be capped at the cost of the flight

PPRB

During the last Legislative session, House Bill 1109 was passed which abolished the Personal Service Contract Review Board and reconstituted the Public Procurement Review Board. This legislation will take effect January 1, 2018. The duties of the PSCRB will be absorbed into the new PPRB, which will consist of appointees by the Governor and Lt. Governor. The meeting date of the PPRB, which will not change, is the first Wednesday of each month. The deadline for submitting complete contract packets for consideration to OPSCR (Office of Personal Service Contract Review) and correct P-1s to OPTFM, will be no later than December 6, 2017. The first scheduled meeting of the new PPRB will be January 3, 2018. **Please take note that there will no longer be special PPRB meetings.**





Want To Find More Minority Contractors?

www.mnbr.org

Our Online Registry Gets You Connected

Mississippi Development Authority's minority and woman-owned business online registry can put you in touch with minority contractors. You can search by geographical location, type of service and products provided or by our easy-to-use alphabetical listing.

What are the benefits of utilizing a minority contractor?

Gain a Competitive Advantage

Minority-Owned companies are in a better position to provide personalized customer service and flexible and innovative solutions to challenges which gives your organization a competitive advantage.

Efficient Utilization of Resources

Increased competition creates cost saving opportunities for consumers. Minority-Owned companies often have low overhead and respond efficiently to the needs of procurement professionals.

Greater Representation and Community Development

Contracting with minority-owned companies has a direct economic impact on entire communities where minority-owned companies have incorporated their businesses.

Start searching online now

Visit www.mnbr.org

For information contact Derek Finley at Mississippi Development Authority at 601.359.2036 or e-mail: dfinley@mississippi.org
